THE UNIVERSAL FELLOWSHIP
OF METROPOLITAN COMMUNITY CHURCHES

CLERGY MANUAL

authored and published by

The Clergy Credentials and Concerns
Committee of the UFMCC

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INTRODUCTION

WHO NEEDS THIS MANUAL?

If you are interested in becoming a professional clergyperson in the Universal Fellowship of Metropolitan Community Churches, this manual will take you step by step through the process, application, and credentialing. This manual will be useful whether you are definitely pursuing a clergy career in the UFMCC or just exploring the possibilities.

WHAT DOES THIS MANUAL CONTAIN?

As an interpretation and implementation of Article IV, "Ministry", of the UFMCC Bylaws, this manual describes the different statuses of professional ministry in the UFMCC, the functions and responsibilities of UFMCC clergy and requirements and procedures for those who seek credentialing. Also included are the functions and responsibilities of those who are charged with taking the necessary action to issue licenses and certify ordination.

HOW CAN YOU GET THE MOST OUT OF THIS MANUAL?

This manual will be most helpful if it is viewed as an attempt to organize terminology, requirements, and procedures of UFMCC professional ministry into an understandable set of defintions, guidelines, and procedures. It is the hope the the Clergy Credentials and Concerns Committee (CCCC) that this manual will make things easier and more understandable for you. It is our hope that you may feel the concern that we invest in all ministries of the UFMCC.

WHY CLERGY ANYWAY? SOME HISTORIAL AND THEOLOGICAL PERSCECTIVES

Christians believe that all ministry originates from God who calls prophets and priests to come forth as God's servants. In Luke 22:25-27 Jesus discusses the servanthood of ministry that is expected of those followers of Christ who regard themselves as clergy:

> "And kings of the Gentiles exercise lordship over them and those in authority over them are called benefactors. But not so with you. Rather let the greatest among you become as the youngest and the leader as the one who serves. For which is the greatest, the one who sits at the table or the one who serves? Is it not the one who sits at the table? But I am among you as one who serves."

The genesis of the Christian Church took place within the context of the Jewish faith. It must always be remembered that Jesus was a Jew. The early post-resurrection community affirmed Jesus Christ as the Messiah within the context of the Jewish faith. It was only later, with the missionary zeal and efforts of the Apostle Paul, that Gentiles began to come into the faith.

In Acts 15 we read about the decision to allow Gentiles to become a part of the Church. Once this debate was settled and non-Jews became an active part of the post-resurrection community called Christians, the support system and structures hitherto used to provide teachers were not available to this community. As governmental and religious reaction began to increase, the Apostle Paul set forth the various orders of ministry of the early Church. In I Corinthians 12 and Romans 12, Paul describes the varieties of gifts and services needed to place the "minister" in the role of servant.

As the young Church grew, leadership needs became even clearer. Paul discusses the qualifications of deacon and bishop as spiritual leaders (I Timothy 3). In the early Church these roles were not as clearly defined as they were later to become. What was evident was the need for pastoral care, for the teaching of the Christian faith, for leadership in worship, and for the nurturance of gifts given to the community.

The development of clergy in both the Eastern and Western branches of the Church is quite complex. By the Sixteenth Century the clergy had become the ruling class of the Church and in areas of secular society. For all practical purposes, they were considered to be the Church. For instance, by the Seventeenth Century the liturgy of worship had become so firmly established that it was not necessary for a congregation to be present. The liturgy could still be carried out.

With the Reformation came Martin Luther's call for the priesthood of all believers. Martin Luther called for the laity to be involved in the Church government. It should be noted here that Luther provided that such authority would be shared by lay princes, but the Reformed, Calvinistic wing of Protestantism expanded the involvement of laity to the extent that we experience it today.

From the Reformation to the present, the various Christian denominations have arrived at a great variey of means of authorizing ministry- from bishops to regional councils to local congregations.

HOW DOES THE UFMCC AUTHORIZE ITS CLERGY?

The Metropolitan Community Churches grew out of a need to affirm Christian ministry to an oppressed and neglected people - gay and lesbian people. When the Reverend Troy D. Perry founded the Metropolitan Community Churches, he very quickly discovered the need for qualified clergy. During the early period, such experienced clergy as Richard Ploen and John Hose came forward from established denominations, but it soon became evident that MCC would have to develop some orderly procedure for authorizing ministry. The first Bylaws of the UFMCC vested the authority for licensing and ordaining clergy in a committee made up of ordained clergy and called it the Ministerial Credentials amd Affairs Committee. That committee has evolved into the present structure of nine members and a chairperson, subdivided into three subcommittees, each chaired by a member of the committee. It is now called the Clergy Credentials and Concerns Committee (CCCC).

The Standards Subcommittee of CCCC does the preparation for the whole committee in reviewing and adopting requirements and procedures for clergy. This subcommittee works with a philosophy that places emphasis on both educational and experiential requirements. The uniqueness of UFMCC ministry calls not only for the educationally qualified person, but also for a person with experience in dealing with the unique character and demands of our ministry. Our work does differ in many ways from that of churches serving other constituencies. The uniqueness and demands of our ministry call for persons of sound mind and exemplary character. It is not unrealistic for congregations in the UFMCC to expect that their pastoral leaders display financial responsibility and stewardship (tithing) and a sense of integrity in their personal, social, and community activities, ever striving to manifest the fruit of the Spirit in their lives (Galitians 5:22-23; I Timothy 3:1-7).

The Concerns Subcommittee of CCCC deals with areas of pastoral concern for clergy. This subcommittee tries to find ways to provide support systems for clergy, to encourage personal and professional growth for clergy, and to move at a pre-judicial level to resolve problems and difficult situations in which clergy are involved.

The Student Clergy Subcommittee serves as a resource and communication link for student clergy in their preparation for professional ministry. This subcommittee also coordinates the development of the proficiency examinations.

The members of CCCC seek to be servants of the servants. When you feel the need, reach out to us.

THE MINISTRY OF CLERGY IN THE UFMCC

UFMCC BYLAWS, ARTICLE IV.B.1.a-c

B. Ministry of the Clergy

1. Clergy : Clergy are members of the People of God, called by God, authorized and legally recognized by this Fellowship to serve among the people as professional ministers of the Word and Sacraments.

a. Responsibilities: In accordance with their call, clergy shall administer the Rites and Sacraments of this Fellowship and be teachers and preachers of the faith to the end that the world may believe and the Church might be renewed, equipped and strengthened in its ministry.

b. Qualifications: Clergy are those persons of professed and demonstrated call to be professional Christian ministers who meet the qualifications established by the CCCC. These qualifications shall be subject to approval of the General Conference.

c. Credentials: In accordance with procedures and standards established by the CCCC, and subject to approval of the General Conference, credentials as clergy will be issued on an annual, biennial or lifetime basis.

Active clergy of the UFMCC are called to serve among the people as professional ministers of the Word and Sacraments. Every person who is credentialed as an UFMCC clergyperson must be competent to pastor a local congregation. The skills and knowledge needed for pastoral ministry are seen as the minimum competency measures for all ministry, whether pastoral or specialized.

The UFMCC recognizes the need for and validity of specialized ministries in education, administration, chaplaincy, etc., and we recognize that certain additional skills may be necessary to engage in such ministries. Every person who is credentialed as clergy within UFMCC, however, must be prepared and able to pastor a church.

Active credentialed clergy in the UFMCC are either <u>licensed</u> or <u>ordained</u>. For a full explanation of qualifications, requirements, and duties of licensed and ordained clergy, see the section in this manual on "Definitions of Clergy Status". The inital clergy status is <u>licensure</u>, which indicates a commitment on the part of the clergyperson to serve in professional ministry for a specific period of time. The initial license is for one year, and upon the first renewal the license is for two years. Licensed ministers must continue to renew their credentials in order to serve as UFMCC clergy.

When a clergyperson has served in a licensed capacity for at least two years, he/she may then apply for <u>ordination</u> status. Ordination signifies a full, lifetime commitment to serve in UFMCC professional ministry. Ordination credentials are issued, accordingly, on a lifetime basis rather than on a biennial basis.

The UFMCC recognizes the rich theological heritage around the concept of ordination. These traditions range from a sacramental understanding of ordination to a community recognition of spiritual gifts and calling embodied in a individual. While the UFMCC encourages the development of indiv-

idual theologies of ordination, we recognize ordination to be the affirmation of demonstrated spiritual gifts, educational skills, and ministerial ability in a lifelong commitment and expression of calling.

Whether they are licensed or ordained, all UFMCC clergy are considered full clergy and have the privilege and responsibility to preach and teach the Christian faith and to administer the rites and sacraments of our Fellowship.

PREPARATION FOR PROFESSIONAL MINISTRY

Preparation for professional ministry in the UFMCC, like in all Christian denominations, includes pre-career training and during-career continuing education. This training is both academic and practical in nature, and both the academic and the practical are considered equally important in equipping persons to serve as clergy in the UFMCC. Competency to pastor a local MCC congregation is based upon both educational and experiential preparation. Therefore, the CCCC requires that candidates for the licensed and ordained ministries of the UFMCC earn both educational and experiential units. This ensures that one's preparation to minister includes both academic and practical work and is not drawn exclusively from one or the other area. See the section in this manual on "The Credentialing Process" for specific numbers and distribution of units required for licensure and ordination.

EDUCATIONAL PREPARATION

Educational units must be from accepted post-high school institutions of higher learning. Official transcripts are required. Courses taken should provide the cultural and intellectual foundations essential to an effective basic education. The courses should issue in at least three broad types of attainment:

A. Course work should result in the ability to use certain tools of the educated person:
   1. The ability to write and speak clearly and correctly. Composition should have this as a specific purpose, but this purpose should also be cultivated in all written work.
   2. The ability to think clearly. In some persons this ability is cultivated through courses in philosophy or specifically in logic. In others, it is cultivated by the use of scientific method, or by dealing with critical problems in connection with literary and historical documents.

B. Course work should result in increased understanding of the world in which the individual lives:
   1. The world of humans and their ideas. This includes knowledge of literature, philosophy, and the fine arts.
   2. The world of nature. This is provided by knowledge of the natural sciences, including laboratory work.
   3. The world of human affairs. This is aided by knowledge of history and the social sciences.

C. Course work should result in the applicant's increased ability to apply basic ministry skills:
   1. Articulate in any mode (i.e. preaching, teaching, writing) Biblical knowledge, exegesis, and interpretation.
   2. Articulate basic theological and doctrinal concepts (i.e. UFMCC Statement of Faith, theological doctrines such as Christology, Salvation, Sanctification, etc.).

SEMESTER UNITS AND QUARTER UNITS. The educational units required for credentialing are equivalent to a semester credit. If quarter credits are earned, they may be converted to semester credits on the basis of three quarters equalling 2 semesters. Therefore, the total number of quarter units should be multiplied by 2/3 to arrive at the equivalent number of semester units. As an example, 18 quarter units equals 12 semester units.

CONTINUING EDUCATION UNITS OR CEU'S. The CCCC encourages clergy and student clergy to enroll in courses, seminars, and workshops at whatever theological schools and ministry training centers that are available to them. This may be in either degree or non-degree programs. If continuing educational units are granted instead of credits, they may be counted toward meeting one's educational units as follows: 10 contact hours= 1 CEU; 2 CEU's= 1 semester unit. As an example, a licensed clergyperson spent a total of six weeks (40 hours/week) at a hospital chaplaincy program. To compute the semester units earned: 6 weeks X 40 hours = 240 contact hours; 240 contct hours = 24 CEU's = 12 semester units. Documentation of CEU's must be signed by the Director or Supervisor of the program. Certification must state the number of contact hours if the terminology CEU is not used.

UFMCC TRAINING OPPORTUNITIES. Samaritian Educational Ministries offers specifically MCC ministry training through its two divisions: Samaritan College (resident classes in Los Angeles) and Samaritan Extended Studies (correspondence courses, extension courses and seminars based in Hartford, Connecticut). In addition, Samaritian College offers intensive programs in "The Practics of MCC Ministry", and Samaritian Extended Studies cooperates in the planning of UFMCC Clergy Confereces offering a few Samaritian Seminars for credit at each such conference.

EXPERIENTIAL PREPARATION

There is no substitute for practical, on-the-job experience. Therefore, a portion of the total units necessary for licensure and ordination in the UFMCC must be experiencial units based upon actual service done in local MCC congregations and/or other approved MCC ministries. Applicants for initial licensure will be granted experiential units for UFMCC experience as deacon, student clergy, worship coordinator, and Board member, and involvement in institutional ministry, innovative ministry, evangelism, and other areas of lay ministry within the local church. Applicants for ordination will be granted experiential units for service as licensed clergy in UFMCC. See the section in this manual on "The Credentialing Process" for tables to compute experiential units. All experiential work must be documented according to the specifications outlined in this same section, "The Credentialing Process". All granting on experiential units is authorized by the CCCC.

DEFINITIONS OF CLERGY STATUS

LICENSED CLERGY

Licensure is the initial clergy status in the UFMCC. Licensed clergy have made a commitment to serve in professional ministry for a specific period of time, the first license being for one year and renewal of license thereafter for two years.

THE EXPECTATIONS OF LICENSED CLERGY are that they be persons of demonstrated spiritual mind and life, administrative abilities, moral integrity, and educational background or equivalent experience to be determined by the CCCC. Persons who are credentialed as licensed clergy are certified as competent and fully prepared to pastor a local MCC congregation. Licensed clergy are considered full clergy and may perform all duties of the pastoral or administrative ministry in which they are engaged.

THE REVIEW OF LICENSED CLERGY takes place upon the expiration of their license. Whether they are initially credentialed for one year or biennally credentialed, all licensed clergy are subject to a review of their ministry by a Clergy Review Committee. The Clergy Review Committee recommends to the CCCC whether a clergyperson whom they have interviewed should be relicensed.

ORDAINED CLERGY

Ordination signifies a full, lifetime commitment to serve in professional ministry. Ordained clergy are credentialed on a lifetime basis.

THE EXPECTATIONS OF ORDAINED CLERGY are that they be individuals who have met all qualifications for full-time ministry in the UFMCC and are prepared to pastor, evangelize, teach, preach, lead in worship, and fulfill all other duties of the office. They are clergy who are recognized as having a full, life-time commitment to be loyal, professional clergy in the UFMCC.

APPLICATION FOR ORDINATION may be made by persons who have served as licensed clergy in the UFMCC for at least two years. See the section in this manual on "The Credentialing Process" for details. Upon approval of one's application for ordination by the CCCC, one will be an ordination candidate for a period of at least one year in order to complete an approved paper or project.

LEAVE OF ABSENCE (LOA)

Ordained Clergy:

For reasons of personal renewal and development of ministry, an ordained minister may request from the CCCC a leave of absence for one year. A copy of the request for is in this manual. While it is presumed that a LOA precludes the regular exercise of ministry, the ordained minister continues to be indentified as a credentialed clergyperson of the UFMCC with the rights and privileges of their office as defined by the UFMCC Bylaws. Clergy on LOA are encouraged to seek the support and nurture of a local MCC congregation and the Spiritual Life and Clergy Care Center. During LOA clergy are expected to maintain reasonable contact with their District Coordinator or World Church Extension officer.

Licensed Clergy:

Recognizing that a licensed minister may serve competently for several years before ordination, it may be that a licensed minister may need a leave of absence. In such cases the clergyperson may request from the CCCC via the Clergy Review Committee, a LOA without prejudice in lieu of relicensure for that year. When that clergyperson appears before the Clergy Review Committee the following year to return to active status, he/she will be processed as a candidate for relicensure rather than as a candidate for initial licensure. A copy of the request form for LOA is included in this manual.

World Church Extension Areas:

Requests for leave of absence from clergy serving in World Church Extension Areas will be handled by the CCCC via the Executive Secretary of World Church Extension.

SABBATICAL

Local MCC congregations are encouraged to enable their clergy to take advantage of opportunities for continuing education, self-improvment, and rest. Such times should not be counted against vacations and should be fully compensated. Clergy taking a sabbatical are considered on active status. The duration and terms of sabbatical time shall be determined by the clergy-person and his/her supervisor or Board of Directors as applicable.

RETIREMENT

The UFMCC recognizes as honorably retired, clergy who retire after suitable years of service for age, illness or other compelling reasons. Such clergy shall retain all rights and privileges accorded to the credentials held upon retirement.

DEFACTO RESIGNATION

If an ordained clergyperson of the UFMCC has not been offically seated at either a General Conference or District Conference for two years, it shall be considered de facto resignation. The burden of proving attendence shall rest upon the person and shall be submitted to the Chair of the CCCC. To be reinstated as a credentialed clergyperson, he/she must follow the re-entry procedure described in this manual in the section of "The Credentialing Process".

BENEFIT-ACCRUING STATUS FOR CLERGY PENSION PLAN

Active Status: Active ministry status is recognized as happening in two general areas within the UFMCC- Pastoral and Administrative.

A. Pastoral
Includes clergy serving as senior pastors; interim pastor, associate, assistant, or staff pastors (who are involved in local church ministry for a minimum of 12 hours per week); chaplains in Clergy Care Centers; institutional ministers; and evangelism team directors and members.

B. Administrative
Includes clergy serving as District Coordinators or Assistants ; Elders ; Chairs of commissions and standing committees; and staff of authorized educational programs.

Inactive Status: Inactive ministry status is defined as any activity or service that is not mentioned in the above areas of pastoral and administrative. It is recognized that clergy are subject to call and change and may for a period of time not fall within the above categories. When change in ministry, job description, or time allotment occur, a clergyperson must inform his/her District Coordinator and the Chair of the CCCC within 90 days. After a lapse of 90 days with no notification the clergyperson will be automatically carried as inactive and is in a no-benefit accruing status.

THE CREDENTIALING PROCESS

I. Initial Licensure - One Year Credentialing

A. Requirements

1. One year of service as student clergy.

All licensing applicants must have served as a student clergyperson in a local MCC congregation for at least one year prior to meeting with a Clergy Review Committee. The required one year of service must have been in a single congregation and within the last five years.

2. Educational and experiential training.

A minimum of 90 semester units are required for initial licensure. These 90 units must be accrued from both the educational and experiential areas. No more than sixty per cent (i.e. 54) of the 90 units can come from one area or another. The applicant must have completed the 90 units by the time of application. Educational units must be from accepted post-high school institutions of learning. Official transcripts are required. See the description of Educational Preparation in the section on "Preparation for Professional Ministry" in this manual for more information.

Experiential units are granted based upon actual service done in local MCC congregations and/or other approved MCC ministries. A maximum of 20 units may be granted for a year of UFMCC experience in such areas as deacon, student clergy, worship coordinator, innovative ministry, institutional ministry, evangelism, or other areas of lay ministry within the local church (including Board of Directors); this is 5 units per completed quarter (a quarter is defined as 3 completed months of service). After the first year, experiential units may be granted at the rate of 4 per completed quarter (for a maximum of 16 per year). All granting of experiential units is authorized by the CCCC.

All experiential work must be documented and attached to the application for initial licensure. To document the area of service for which experiential units are sought, the applicant must state for each activity such factors as position held at time of serive, description of experience, hours per week invested, and how this resulted in the applicant being better prepared for ministry.

3. Written Papers.

Four papers must be submitted with the application for initial licensure. All papers will be read by the Clergy Review Committee interviewing the applicant. Applicants should be prepared to discuss and defend their papers during the interview.

a. An essay responding to the question, "How can someone be a Christian and a homosexual?". No more than five, typed, double-spaced pages (8½ x 11) in length. This paper should include a discussion of the Scriptural passages that are used to condemn

homosexual behavior, a discussion of the traditional theological arguments against homosexual behavior, a positive defense of gay and lesbian Christians, and an affirmation of sexuality and Christian faith. Sources used should be listed, such as Christianity, Social Tolerance,and Homosexuality, by John Boswell, Jonathan Loved David, by Tom Horner, Homosexuality and the Western Christian Tradition, by D.S. Bailey, The Church and the Homosexual. by John McNeill, Is the Homosexual My Neighbor?, by Letha Scanzoni and Virginia Mollenkott, Homosexuality and the Conservative Christian, by L. Robert Arthur, and The Bible and Homosexuality, by Michael England.

b. The applicant's own Statement of Faith. No more than 15 typed, double-spaced pages (8½ x 11) in length. Should include (yet not be limited to) the following: nature of God, the divine inspiration of Scripture, Christology, doctrine of the Holy Spirit, justification, sanctification, the community of the Church, the nature and place of prayer and worship in the Church, social concern and mission. Statements are to be supported with Scriptural reference. Recognizing the wide range of views within the Christian faith, no applicant will be rejected solely on the grounds of theological or political differences with members of the Clergy Review Committee. Positionsheld in the applicant's paper, however, must be consistant with UFMCC beliefs as specified in the UFMCC Bylaws statement of doctrine and sacraments. If an applicant believes that this principle has been violated, he/she may appeal in writing to the Chair of the CCCC. If the CCCC believes there are sufficient grounds for an appeal, they may then hear it.

c. The applicant's own Statement of Call to the Christian Ministry. No more than 5 typed, doubled-spaced pages (8½ x 11) in length. Should include (yet not be limited to) the following: personal and family church background, awareness of call to ministry (including spiritual, emotional, and intellectual aspects of that call), awareness of call to UFMCC ministry, how the applicant has acted to fulfill the call.

d. Exercise in Scriptural Exegesis and Interpretation. No more than 10 typed, double-spaced pages (8½ x 11) in length.

Choose one of the assigned passages to exegete and interpret. Then do a sermon outline. The basic guide for this exercise is the book Preaching Biblically: Exegesis and Interpretation, by William Thompson, Abingdon Press (201 Eighth Ave. South, Box 801, Nashville, TN 37202), 1981, $4.95.

Besides this required book, the following books are suggested for more indepth study:

Scriptural Exegisis:

Fee, Gordon, New Testament Exegesis: A Handbook for Student & Pastors Press (925 Chestnut St., Philadelphia, PA 19107), 1983, $8.95.

Hayes, John and Carl Holladay. Biblical Exegesis: A Beginner's Handbook, John Know Press (341 Ponce de Leon Ave., Atlanta, GA 30365), 1982, $6.95.

Kaiser, Otto and Werner Kummel, Exegetical Method: A Student Handbook, Revised Edition, Seabury Press (815 Second Ave., New York, NY 10017), 1981, $5.95.

Stuart, Douglas, Old Testament Exegesis: A Primer for Students and Pastors, Westminster Press, 1980.

Scriptural Interpretation:

Best, Ernest, From Text to Sermon: Responsible Use of the New Testament in Preaching, John Knox Press, 1978, $7.95.
Cox, James, A Guide to Biblical Preaching. Abington Press, 1976.
Smith, D. Moody, Interpreting the Gospels for Preaching, Fortress Press (2900 Queen Lane, Philadelphia, PA 19129), 1980, $4.50.

For this exercise adhere to the model presented in Thompson's book. Your final draft will be submitted with your application. It should be no more than ten typed pages and include the following:

I. Exegesis
   A. Selection of text and preaching setting (place and time)
   B. Textual questions and translation
   C. Literary exegesis
      1. Genre of book and text
      2. Form critical insights
      3. Source critical insights
      4. Structure of literary unit
      5. Redaction critical insights
      6. Language of the text
   D. Historical exegesis
      1. Authorship
      2. Audience
      3. Location
      4. Date
      5. Setting: political, cultural, religious

   E. Theological exegesis
      1. Systematic
      2. Situational
      3. Historical

II. Interpretation
   A. Personal presuppositions (which will affect one's interpretation of passage)
      1. About God
      2. About Human nature
      3. About the Bible
      4. About one's Christian experience
   B. Principles of interpretation (as applied to this passage)
      1. Simplicity
      2. Intentionality
      3. Correspondence
      4. Polarity
      5. Contextuality
      6. Genre
      7. Language
      8. Identification
      9. Multiplicity
      10. Perspective

III. From Text to Sermon

A. Dyadic Model
   1. Human need then
   2. Human need now
   3. Nature and activity of God then
   4. Nature and activity of God now
   5. Human response then
   6. Human response now
   7. Central controlling idea

B. Sermon design- a detailed outline
   1. Introduction
   2. Main points with their sub-points
   3. Conclusion

4. Proficiency Examinations.

All persons seeking to become professional ministers within the UFMCC and applying for their initial license must first pass four proficiency exams. These proficiency exams are in the areas of Bible, History of Christian Thought, Practics of ministry, and UFMCC Polity. The exams are offered twice per year in each District of the UFMCC (in the second and fourth quarters) and proctored by a person designated by the CCCC. A score of 70 is required for passing. Applicants must have passed all four exams within a five year period prior to meeting with a Clergy Review Committee; they do not have to repeat the exams they have already passed. There is a charge for the exams. More details about the exams, study guides and information about registration, and cost may be obtained from the Chair of the CCCC. Checks or money orders should be payable to the CCCC, UFMCC, and must be received by the exam application deadline.

5. Career testing.

to be developed

B. Procedures

1. Application.

The applicant should request from the Chair of the CCCC an application form for initial licensure. A copy of the application is included in this manual.
By March 1 of the year in which the applicant seeks an interview with a Clergy Review Committee, the applicant must submit a completed application and all paperwork to the Chair of the CCCC. All materials must be in triplicate.

See the initial licensure time table for other deadlines.

2. Interview.

Applicants with completed application and who have passed the exams will appear before a Clergy Review Committee. The applicant will be notified by letter as to the place and time of the interview and must be present.
To be licensed the applicant must be unanimously approved by the Clergy Review Committee. The decision of the CRC is final.

3. Issuance of Credentials.

The license goes into effect after the third quarter meeting of the CCCC when they receive the report of the Clergy Review Committee and report the results to the Clerk of the Board of Elders. Upon receiving the report of the CCCC, the Clerk will issue one-year Clergy credentials to all newly licensed ministers.

C. World Church Extension Areas

The credentialing requirements for licensing clergy in World Church Extension Areas of the UFMCC must be equivalent to the requirements outlined above. The CCCC will consider licesing when an applicant submits an application and written recommendations from the World Church Extension Officer or Coordinator and the Executive Secretary of World Church Extension.

D. TIMELINE FOR INITIAL LICENSURE

March 1 ----- (of the year the applicant applies to be interviewed by the CRC)

----- A completed application must be on file with the Chair of the CCCC, in triplicate.
A COMPLETED APPLICATION MEANS:

- application completed by applicant
- Forms 1-6 completed and in (where applicable)
- EV-1 Forms completed and in
- All fees in
- Transcripts (offical) in
- Diplomas in and notarized
- Exams passed or application made to take them
- All papers in, including Statement of Faith, Call, "How can someone be a Christian and a homosexual", Exercise in Scriptural Exegesis and Interpretation.

---- Those wishing to take the exams in APRIL/ MAY must have Exam applications and fees into the CCCC Chair by this date.

April ----- Exam applicants receive exam date, place, time.

----- Candidates with completed applications which have previously passed all the exams will received CRC appointments.

----- Candidates which have to take exams, but have a completed application on file will receive contingent appointments with the CRC (contingent upon passage of all exams.)

April/May-- District Conference- take exams- given scores- interviews with CRC

July ----- CCCC meets and reviews CRC reports and gives approved Clergy list to the Clerk of the Board of Elders

----- Clerk of the Board of Elders issues licenses

September 1- Those wishing to take the exams in October/November must have exam applications and fees into the Chair of the CCCC.

October/November

District Conference- take exams- given scores

II. Relicensure - Biennial Credentialing

A. Procedures

1. Application.

In December of the year prior to renewal, the Chair of the CCCC will send application forms to all clergy who need to reapply. A copy of this application form is included in this manual.
By March 1 of the year in which the clergy person must be relicensed, the applicant must submit a completed application and all paperwork to the Chair of the CCCC. All materials must be in triplicate.
See the relicensure time table for other deadlines.

2. Interview.

During the second quarter of the year, clergy with completed applications will appear before a Clergy Review Committee. The applicants will be notified by letter as to the place and time of the interview and must be present.
The decision of the Clergy Review Committee will be referred to the CCCC which must review and certify all relicensures. If the CRC's decision to relicense is negative, the applicant may appeal that decision to the CCCC in writing. The request for an appeal must be made in writing to the Chair of the CCCC at least two weeks prior to the third quarter meeting of the CCCC. The decision of the CCCC is final.

3. Issuance of Credentials.

The CCCC will report to the Clerk of the Board of Elders the clergy who have been certified as relicensed. Upon receiving the report, the Clerk of the Board of Elders will issue two-year clergy credentials to all relicensed ministers.

B. World Church Extension Areas

As with the initial licensing, an application form and written recommendations are needed for the CCCC to consider relicensing a clergyperson serving in a World Church Extension Area of the UFMCC.

C. TIMELINE FOR RELICENSURE

Initial licensed clergy must apply for relicensure after one year. Relicensed clergy apply every two years.

March 1---- of the year the applicant is applying for relicensure

----- A completed application must be on file with the CCCC Chair, in triplicate.
A COMPLETED APPLICATION MEANS:

- application completed by applicant
- Forms 1-5 completed and in (where applicable)
- EV-1 Forms completed and in
- Relicensure fee in
- Transcripts (offical) in

March 1 (cont)

---- If a completed application is NOT on file with the CCCC Chair by this date the applicant will not be interviewed by the CRC. They will then have to appeal to the CCCC to be seen by the CCCC in July for relicensure.

April ----- Candidates with completed applications will receive CRC interview date, time and place.

April/May - District Conference- CRC meets and interviews applicants

June 15 --- Written requests for appeal of a CRC decision must be on file with the Chair of the CCCC.

---- Persons making appeals will be given an appointment date and time to see the CCCC at their July meeting.

July ----- CCCC meets and reviews CRC decisions

----- CCCC hears appeals from CRC's

----- CCCC gives approved clergy list to the Clerk of the Board of Elders

----- The Clerk of the Board of Elders issues licenses

December 1- CCCC sends application forms to clergy who need to apply for relicensure during the next year.

III. Ordination - Lifetime Credentialing

A. Requirements.

1. At least two years of service as a licensed clergy in the UFMCC before applying for ordination candidacy.

2. At least one year of ordination candidacy in which the candidate completes an approved paper or project (see #3 below).

3. Completion of an ordination paper or project.

A proposed topic and outline are submitted at the time of application. Upon approval of candidacy, the CCCC will assign one of its members to serve as an advisor. The completed paper or project is to be 30-50 typed, double-spaced pages (8½ x 11). No paper of more than 50 pages (including appendices) will be accepted. The material is to be an original research work by the candidate. The original and three copies must be submitted to the Chair of the CCCC by February 1 of the year the candidate is to appear for their final ordination interview (see time tables for other deadlines and extensions).

4. Educational and experiential training.

A minimum of 120 units are required for ordination. These units must be accrued from both the educational and experiential areas. No more than sixy per cent (i.e. 72) of the units can be accrued from one area or the other. This ensures that preparation for ordination includes both educational and experiential work and is not drawn exclusively from one or the other area.

Educational units for ordination are computed cumulatively from before initial licensure. If the applicant has taken course work beyond that which is included in his/her application for initial licensure, official transcripts must be submitted for all subsequent courses completed. See the description of Educational Preparation in the section on "Preparation for Ministry" in this manual.

Experiential units for ordination are NOT computed cumulatively from before initial licensure, but begin from initial licensure and cover the years of clergy service in the UFMCC. A maximum of 30 units may be given for a year of service as a licensed clergy; this is 7½ units per completed quarter (a quarter is defined as three completed months of service). After the first year experiential units may be granted at a rate of 5 per completed quarter (for a maximum of 20 per year). All granting of experiential units is authorized by the CCCC.

All experiential work must be documented and attached to the application for ordination. To document the position or area of service for which experiential credit is sought, the applicant must state for each activity such factors as clergy position held at the time of service, description of experience, hours per week invested, and how this resulted in the applicant being

better prepared for ordination.

B. Procedures

1. Application.

The licensed clergyperson should request from the Chair of the CCCC application forms for ordination. A copy of the application in included in this manual.

The applicant should notify appropriate persons to send in letters of recommendation to the Chair by the appropriate deadline.

By March 1 of the same year the applicant wishes to have an interview for candidacy, they should send in a completed application to the Chair of the CCCC. All materials must be submitted in triplicate.

At the time the application is sent in, the applicant should request an appointment to meet with an interview team of the CCCC. Appointments are made prior to General Conferences, and during the July meeting of the CCCC on non-General Conference years. Those persons applying for ordination candidacy must still apply for relicensure if their license is expiring in the same year.

See the Ordination Candidate timeline for other deadlines.

2. Interview.

During the second quarter of the year the applicant will appear before a Clergy Review Committee for relicensure- if his/her application and supporting materials are complete. The applicant will be notified by letter as to the place and time of the interview and must be present.

During the CCCC meeting that year the applicant will meet with an interview team of the CCCC for ordination candidacy. If the interview team gives an affirmative decision, they will grant the applicant an ordination candidacy of one or two years, and an advisor will be assigned. See the guideline in this manual on "Ordination Candidates and Their Advisors". If the interview team gives a negative decision, the applicant may appeal that decision to the full CCCC.

The granting of ordination candidacy is a recognition that:

a. The applicant has made a believable lifetime commitment to the professional ministry of the UFMCC.
b. The applicant is believed when he/she says "I am called."
c. The interview team perceives the fruit of the call.
d. The applicant demonstrates that he/she is able to live within their means and manage their life responsibily.

3. Ordination Candidacy.

After candidacy has been granted the candidate is under the care of the CCCC and his/her advisor. The candidate is not subject to the biennial credentialing process and does not appear before a Clergy Review Committee for review.

When substantive issues about a candidate's ministry arise, however, the CCCC may return the candidate to licensure status at a Clergy Review Committee credentialing process. When the issues concerning the candidate's ministry are resolved, he/she may again initiate the ordination candidacy process.

After one or two years of the ordination candidacy term are up, the candidate may request an extension of ordination candidacy through his/her advisor in order to complete the paper or project. To do so an application for extension of candidacy must be used and can be obtained from the Chair of the CCCC. A copy of this application is included in this manual. This application is due February 1 of the year the term is up.

At the end of the process when the paper/project is completed, the candidate must again appear in person before an interview team of the CCCC for a review of the paper/project and the candidate's ministry. The paper/project is due to the Chair of the CCCC by February 1, of the year of the interview. It must be submitted with the original and three copies. At this interview final ordination approval, continued candidacy, or return to the relicensure procedure may occur.

4. The Rite of Ordination - see UFMCC Bylaws

C. World Church Extension Areas

The credentialing process for ordaining clergy in World Church Extension areas must be comparable, in so far as possible, to the requirements outlines above. CCCC will consider ordination based on the recommendation of the Executive Secretary of World Church Extension. The process for ordination is the same procedures as outlined above.

D. Timeline for application as an Ordination Candidates

March 1 ---- A completed application for Ordination Candidacy must be on file with the Chair of the CCCC, in triplicate.

A completed application means:

- application completed by applicant
- Forms 1-4 completed and in
- Evaluation letters in
- Fee in
- Transcripts (official) in
- Diploma (s) notarized in
- Topic and outline for paper

---- Persons applying for Ordination Candidacy MUST APPLY FOR RELICENSURE ALSO IF IT IS IN A YEAR THAT THEY WOULD NORMALLY HAVE HAD TO APPLY FOR RELICENSURE. THEIR RELICENSURE APPLICATIONS ARE DUE THIS DAY TOO.

April ------ Persons with completed application, who have to apply for relicensure will receive a CRC appointment.

April/May -- District Conferences- CRC appointments for relicensure if required.

May 15 ----- Applicants with completed application will receive a time for their CCCC appointment.

July ------ CCCC appointment

------ If candidacy is approved an Advisor will be assigned and a term of candidacy.

E. Timeline for application for Final Ordination Interview

February 1-- If a Candidate needs an Extension of Candidacy, then an application for Extension must be on file with the Chair of the CCCC by this date.

------ If an Extension application is NOT in and no paper is received, then the person must apply for relicensure by March 1.

------ PAPER/PROJECT IS DUE TO THE CHAIR OF THE CCCC, in triplicate plus the original.

------ If the paper or the Extension application is NOT received by this date, then the person MUST apply for RELICENSURE and they will no longer be an Ordination Candidate. If this happens, then the person must begin the Ordination Candidacy application process again from the beginning.

April/May -- Candidate receive Final Interview appointment time. The interviews will be held at the CCCC meeting in July.

July ------- CCCC meeting. Final interviews held.

------- If ordination is granted, the names are given to the Clerk of the Board of Elder.

------- If it is a General Conference year, and the person wishes to be ordained at the conference, they may make these arrangements with the Chair of the CCCC.

IV. Transfer of Clergy Credentials

It is the policy of the UFMCC in accepting clergy from other Christian denominations to receive them into the ranks of the licensed clergy. The CCCC shall examine such transfer candidates in the same manner as other applicants for the licensed ministry to determine whether they are competent and prepared for the UFMCC ministry.

Clergy who have been ordained in other Christian denominations must serve a minimum of one year as licensed clergy within the UFMCC before they are eligible to apply for ordination candidacy. Upon final ordination they may have their previous ordination affirmed or be ordained anew.

A. Requirements.

All clergy from other denominations applying for credentialing in the UFMCC must fulfill the requirements for initial licensure as stated in this manual, except that the year as student clergy is waived and one year of active membership in a local MCC congregation is required. This year of active church membership must be completed by the time the candidate meets with the Clergy Review Committee. The year of local church membership shall be granted a unit value of 36 experiential units in meeting the requirement of 90 units to qualify for licensure. The remaining 54 units must come from the educational area. The four written papers must be completed, and the four proficiency exams must be passed.

B. Procedures.

The credentialing procedures are the same as for initial licensure as stated in this manual. The application is the same as for initial licensure, with the exception that a transfer must complete Form 6.

To accompany the application documentation of previous licensure or ordination are required.

See the procedures and timeline under initial licensure for more information.

C. World Church Extension Areas.

The credentialing requirements for clergy from other denominations applying for credentials in the UFMCC must be comparable to those stated above. The CCCC will consider licensure for such applicants when the applicant submits an application and written recommendations from the Church Extension Officier or Coordinator and the Executive Secretary of World Church Extension.

V. Re-entry of Former UFMCC Clergy

Clergy who were formally licensed or ordained within the UFMCC, who have officially resigned, and who wish now to return to credentialed clergy status with the UFMCC must follow the procedure outlined below.

1. Communicate their intention in writing to the Chair of the CCCC.

2. If the applicant has been officially out of the Fellowship for more than two years, he/she must take and pass the proficiency exam on UFMCC Polity.

   If the applicant has been out of the credentialed clergy status for less than two years, he/she may reapply for licensure without taking any proficiency exams, provided the applicant took the exams on their original licensing procedure. (Prior to 1979)

   If the applicant did not take the proficiency exams (i.e. licensure prior to 1979), he/she must pass all four exams before they will be considered for relicensure.

3. Write a 10-20 page paper (typed and double-spaced) sharing the applicant's journey since leaving the Fellowship. Include the reasons for leaving, experiences while gone, one's leading to return to professional ministry with the Fellowship, immediate and long range goals and how they relate to one's ministry with the UFMCC.

4. See the timelines for relicensure for due dates.

5. Meet with a Clergy Review Committee at its annual meeting.

6. Candidates for return to ORDINATION status must meet all the above criteria. Upon meeting the above criteria the candidate will meet with an interview team of the CCCC. Upon approval, the candidate's ordination will be re-affirmed at the time of re-entry. The candidate will be issed biennial credentials as a period of testing of call. After this period, the candidate will appear before the interview team at which time life-time credentials may be granted.

The Discipline of UFMCC Clergy

Discipline: The UFMCC cannot condone disloyality, unbecoming conduct or dereliction of duty by the clergy and therefore the following provisions are established for discipline of clergy.

1. Initation of disciplinary procedure for clergy of UFMCC may only be accomplished by a formal statement of charges made by a) majority vote of the local congregation affected, b) a majority of the elected District Officers, or c) three members of the clergy of the Fellowship. The charges must be presented in writing to the accused clergyperson and to the appropriate Judiciary Committee appointed by the Board of Elders.

2. The Judiciary Committee(s) functions according to standards and procedures, including appeals, established by the CCCC, and subject to approval of the General Conference. The committee shall be responsible to determine facts alleged and whether those facts constitute disloyalty, unbecoming conduct, or dereliction of duty.

3. The Judiciary Committee(s) may take disciplinary action by administering rebuke and/or impose specific conditions on the exercise of the credentials of the clergyperson charged for not more than one year; suspension from duty or of clergy credentials for not more than one year; or removal of credentials. The Judiciary Committee(s) shall direct the CCCC to minister to the clergyperson charged.

4. The Judiciary Committee(s) may rebuke parties who are found to have brought charges frivolously or maliciously.

The Judiciary Process

Please see the UFMCC Bylaws for the Judiciary Process.

THE CARE OF CLERGY: THE SPIRITUAL LIFE AND CLERGY CARE CENTER

The Spiritual Life and Clergy Care Center (SLACC) is a relatively new program in the Fellowship which operates with the approval of the General Conference and is accountable to the Board of Elders. For the first time in our history there is a program whose sole concern is the CARE of the clergy. SLACC operates separately from the Credentials Committee as of February 1983. At the present time the Senior Chaplain to the Clergy is the Reverend Nancy Radclyffe.

The Center will continue to be developed gradually as available talent and financial resources increase. The present emphasis of outreach is to active clergy, lay worship coordinators and their spouses; especially on a crisis intervention basis. As the program expands more crisis prevention elements will be put into place such as Clergy Retreat Centers. More active outreach to student clergy, former clergy, deacons and lay leaders will be seen as SLACC grows.

A big plus of this program is that of total confidentiality. The Sr. Chaplian, for instance, cannot bring charges against any clergy or serve in any credentialing or potential disciplinary roles such as CCCC, CRC's and District Coordinator. The Chaplain also has an advocacy function on behalf of the clergy to the CCCC and the Board of Elders.

The two expansions of SLACC which are now on the drawing board are, the first clergy retreat center which will begin as a place to get away from it all, and Referral List Counselors. The latter are laity and clergy who are qualified and willing to work with a few people at a time. These counselors must first fill out a resume format, provide the Sr. Chaplain with transcripts and letters of reference. If approved to be a "Referral List Counselor" the Chaplain will them refer "matched" clergy, spouses, etc. These counselors will be classified in various ways to help make a positive match between counselor and counselee. Good listeners, spiritual advisors and therapeutically trained persons are all needed.

For more information about the SLACC please contact:

Spiritual Life and Clergy Care
PO Box 691566
Los Angeles, CA 90069

(213) 465-4227

GUIDELINES FOR CLERGY REVIEW COMMITTEES

Interviews for Initial licensure and relicensure

Clergy Review Committees are composed of three clergy and it is their responsibility to evaluate applicants for licensure. One of the members of the CRC is a member of the CCCC and the other two members are clergy from the District.

Applications and supporting materials for licensure are sent to the Chair of the CCCC and should all be in triplicate. This allows the Chair to give to each Clergy Review Committee member a copy of the complete application for each applicant. The CRC members should receive these materials a sufficient time prioir to the interviews to throughly read and process them.

ALL COPIES OF APPLICATIONS AND MATERIALS MUST BE RETURNED TO THE CCCC MEMBER OF THE CRC AND MUST BE MAILED BACK TO THE CHAIR OF THE CCCC.

Initial Licensure

Reread the section of this Clergy Manual on the "The Ministry of Clergy in the UFMCC", "Preparation for Professional Ministry", and The Credentialing Process-Initial Licensure".

Prior to the Interview

The Chair of the CCCC will have verified the completeness of the application materials. All materials should be in order. Please review the entire application and papers.

When reviewing the application and papers please consider the following in making your decision.

A. Evaluation of Education Units
   1. Regardless of the actual number of education units completed, does the applicant fulfill the intent of the three broad areas of educational competence as described in "Preparation for Professional Ministry"- Educational Preparation?
   2. How many educational units (semester units) has this person earned? For purposes of evaluation, consider grades "A" through "D" as passing and therefore credit-earning.

B. Evaluation of Experiential Units
   1. Are the experiential units that are claimed by the applicant documented according to directions and verified by pastor's signature?
   2. Do you agree with the number of experiential units claimed?
   3. Is this person qualified experientially to pastor a congregation?

C. Evaluation of Total Credits
   1. How much do the educational and experiential units add up to?
   2. Are the units drawn from both areas? Are there at least 36 units from each of the areas?

D. Evaluation of Application Questions
   1. Any questions about employment record?
   2. Any questions about prior church affiliation?
   3. Has the applicant served as student clergy in a single MCC congregation for at least one year within the last five years?

4. What is the applicant's commitment to professional ministry in terms of part-time/full-time, willingness to move to other locations, ability to support self with other work ("tent-maker ministry")?
5. What is the applicant's loyalty and commitment to UFMCC in terms of tithing, agreement with Statement of Faith, commitment to inclusiveness, openess to differing theological views, willingness to abide by the Bylaws and General Conference decisions?
6. What are the applicant's future plans in terms of ministry?
7. If the answers to the questions on the last page of the application are "YES", are the explanations satisfactory?

E. Evaluation of Student Clergy Evaluation Forms

1. In what areas is the applicant rated high? rated low?
2. Anything signifcant in the comments about the applicant's spirituality or relationship to God?
3. Is there a consensus that this person is ready to pastor a MCC congregation?
4. In what areas does the applicant need to grow?

F. Evaluation of Written Papers

1. "How Can Someone Be A Christian and A Homosexual?"
   a. Does the applicant understand the Scriptural passages that supposedly condemn homosexual behavior?
   b. Does the applicant understand traditional theological arguments against homosexual behavior?
   c. Is the applicant able to competently refute (a)and (b) above?
   d. Is the applicant able to articulate a positive defense of gay and lesbian Christians?

2. Personal Statement of Faith

   a. Does the Statement of Faith of the applicant reflect the ecumenical, inclusive position of the UFMCC as well as the particular theological stance of the applicant?
   b. Anything contrary to the UFMCC Statement of Faith?
   c. Anything major omitted?
   d. Any problems with any of the beliefs stated?

3. Personal Statement of Calling to Christian Ministry

   a. Does this Statement of Calling reflect a well-rounded and balanced personality?
   b. How does the applicant's relationship with God affect his/her sense of call?
   c. Does the applicant view his/her calling to ministry as an isolated, independent call or within the context of a community of faith?
   d. Any problems or issues that arise?

4. Exercise in Scriptural Exegesis and Interpretation

   a. Did the applicant follow the outline given in the Clergy Manual for this exercise?
   b. Is the work accurate and insightful? Does the applicant know how to exegete and interprete Scripture?
   c. Does the sermon idea "fit" the Scriptural passage? Is it a good, contempory proclamation of Biblical truth?

During Interview

A. Begin with prayer asking for a sense of God's presence and mutual communication and understanding.

B. Verify eligibility of applicant- all requirements met.

C. Any questions, concerns, compliments that arise from:
   1. Educational Preparation
   2. Experiential Preparation
   3. Application Questions
   4. Evaluation Forms
   5. "How Can Someone Be a Christian and a Homosexual?"
   6. Statement of Faith
   7. Statement of Calling to Christian Ministry
   8. Exercise in Scriptural Exegesis and Interpretation

D. Other Questions to Ask

   1. Statement of Faith
      a. How do your beliefs and theological views affect your understanding and practice of ministry?
      b. How do you relate to and deal with divergent theological perspectives and those who believe them?

   2. Statment of Calling
      a. Why ministry rather than some other career?
      b. Why professional ministry rather than lay ministry?
      c. Why ministry in UFMCC rather than in some other denomination?
      d. How does your sense of calling to ministry fit into your sense of the total ministry of the church?

   3. What problems have you encountered in local church ministry? How have you dealt with them?

   4. What do you see as your major strengths and gifts?

   5. In what areas do you need growth? What do you need to work on?

   6. How is your time management? What are your priorities and how are they reflected in your schedule?

   7. Where do you see you ministry leading you in the future?

   8. What are your plans if you are licensed? What if you are not?

   9. Other questions that arise

E. Any questions or concerns that the applicant may have

F. Ask applicant to leave the room.

G. Discuss as a committee whether the person should be licensed.

   1. Is the applicant able to express Christian faith and his/her ministry?
   2. Is the applicant committed to Christ Jesus and Christ's ministry through the UFMCC?

3. How are the written and oral skill of the applicant? Is he/she clear and articulate?
4. How is the applicant's spiritual awareness, maturity, reliability, and sensitivity to others?
5. Is this person ready to pastor a MCC congregation?

H. Come to a decision as a group. If you cannot reach a consensus, pray and discuss more. If there is not a unanimous positive vote, the person is not licensed. Write down why licensing is not appropriate at this time. The person will get a copy of this later.

I. Call the applicant back into the room. Explain the decision and why. Whether the decision is affirmative or negative, it is usually wise to pray again with the candidate. Give a closing observation. Do any appropriate ministering. Remember the stress level of the candidate.

After the Interview

A. Complete the "Clergy Review Committee Action" form. Send to the Chair of the CCCC along with all copies of all application materials.

B. The Chair of the Clergy Review Committee shall write a follow-up letter to each applicant interviewed WITHIN 30 DAYS.
1. If the decision was affirmative, the letter should affirm the strengths and gifts as well as point out the areas of needed growth.
2. If the decision was negative, thoroughly explain why.
3. Send copies of the letter to the applicant, to the Chair of the CCCC, and to the other two members of the CRC.

GUIDELINES FOR CLERGY REVIEW COMMITTEES

Relicensure

Reread the sections in this Clergy Manual on "The Ministry of Clergy in the UFMCC", "Preparation for Professional Ministry", and "The Credentialing Process-Relicensure".

Applications and supportive materials for relicensure are sent to the Chair of the CCCC and should all be in triplicate. This allows the Chair to give to each Clergy Review Committee member a copy of the complete application for each applicant. The CRC members should receive these materials a sufficient time prior to the interview to throughly read and process them.

ALL COPIES OF APPLICATION AND MATERIALS MUST BE RETURNED TO THE CCCC MEMBER OF THE CRC AND MUST BE MAILED BACK TO THE CHAIR OF THE CCCC.

Prior to the Interview

Evaluate the applicant's application for ministry in its various sections.

A. Evaluation of Continuing UFMCC History
   1. Where has the applicant served since his/her last licensing review?
   2. Any major moves?

B. Evaluation of Licensed Clergy Evaluation Forms
   1. In what areas was the applicant consistently rated high? rated low?
   2. Any problems or issues that arise?
   3. What does this person need to work on?

C. Evaluation of Statement of Intent and Commitment
   1. Is the applicant willing to serve in a different location?
   2. What are his/her continuing educational plans?
   3. What are his/her hopes and plans?

D. Evaluation of Academic Work
   1. How has this person continued his/her ministry training since last licensed?
   2. Has the training been formal instruction? informal, personal instruction?

During Interview

A. Begin with prayer asking for a sense of God's presence and mutual communication and understanding.

B. Questions, concerns, and compliments about Continuing UFMCC History
   1. How has your ministry gone since your last licensing review?
   2. Any major moves?
   3. What have been the high points?
   4. What problems have you run into. How have you handled them?

C. Questions, concerns, and compliments about Evaluation Forms
   1. Compliments on high ratings
   2. Concerns about low ratings
   3. Questions about divergent evaluations
   4. Any problems or issues that arise
   5. What do you need to work on?

D. Questions, concerns, and compliments about Statement of Intent
   1. What factors come into play about your willingness to move? If not now, when?
   2. Questions about continuing education plans? Are more concreteness and direction needed?
   3. Compliments and concerns about expressed hopes and plans? Are they realistic and is the applicant selling him/herself short?

E. Questions, concerns and compliments about Academic Work
   1. How has your academic work helped you in your ministry.
   2. What do you need to study now?

F. Other questions about applicants ministry
   1. What do you enjoy most in your pastoring/ministering? What is least enjoyable? What is difficult for you?
   2. How is your time management? What are you priorities and how are they reflected in you schedule?
   3. How have your faith and beliefs changed over the course of your ministry?
   4. Has your sense of calling to ministry changed, grown, shifted, or been clarified over the course of your ministry?

G. Plans for ordination
   1. How do you plan on meeting the requirements?
   2. When are you planning to apply?

H. Any questions or concerns that applicant may have?

I. Ask the applicant to leave the room.

J. Discuss as a committee whether this person should be relicensed.
   1. Is this person growing in their identity as a professional Christian minister?
   2. Has this person shown that he/she is able to competently pastor a MCC congregation?
   3. Any major problems- deficiencies in training, recurring problems, pending burnout, etc.?

K. Come a decision as a group. If you cannot reach a concensus, pray and discuss more. To be relicensed, an applicant must receive at least two affirmative votes out of three. Write down reasons for any "no" votes.

L. Call the applicant back into the room. Explain the decision and why.. Whether the decision is affirmative or negative, it is usually wise to pray with the applicant, thanking God for his/her ministry, asking God for help in dealing with any problem areas. Give any closing observations. If the decision was no, tell the person that they must appeal in writing to the Chair by June 15.

After the Interview

A. Complete the "Clergy Review Committee Action" form. Send to the Chair of the CCCC along with all copies of the application and materials.

B. The Chair of the CRC shall write a follow-up letter to each applicant interviewed- within 30 days.

1. If the decision was affirmative, the letter should affirm strengths and gifts as well as point out areas of needed growth and work.
2. If the decision was negative, thoroughly explain why.
3. Send copies of the letter to the applicant, to the Chair of the CCCC and to the other two members of the CRC.

GUIDELINES FOR CCCC INTERVIEW TEAMS:
INTERVIEWS FOR ORDINATION CANDIDACY

I. General Instructions
   A. Members of the CCCC interview team should have had an opportunity to have reviewed the applicant's entire ministerial file.
   B. Whenever possible three (3) hours should be scheduled for the interviewing process of each applicant.

II. Questions to be asked regarding Theological Perspective - (the interview team should have prior to the interview procured the applicant's initial license paper on Statement of Faith and Calling)
   A. Share with us reflections on your theological perspective when you were initially licensed and changes that have occurred since that time in such areas as:
      1. Nature of God
      2. Divine Inspired Word of God
      3. Christology
      4. Doctrine of the Holy Spirit
      5. Justification
      6. Sanctification
      7. Community of the Church
      8. The Nature and Place of Prayer and Worship in the Church
      9. Social Concern and Mission
   B. How has this affected your acceptance of the UFMCC Statement of Faith?
   C. How has your growth affected your
      1. approach to and functioning in the ministry?
      2. approach to and functioning in the community?
   D. How do you relate to and deal with divergent theological perspectives and those who believe them?
   E. How is your theological perspective reflected in your proposed ordination outline and approach?

PLEASE NOTE: You as members of the interview team are respectfully reminded that just as the candidate should be open to divergent theological perspectives, the same is true of your team's evaluation of the candidate's theological perspectives.

   F. Is there anything you would like to mention regarding this subject that we have not yet discussed?

III. Evaluation of the Candidate's Ministry
   A. Evaluate areas of strength and areas of growth in your ministry since being licensed.
   B. Time management and priorities in your ministry.
   C. Where do you see your ministry leading you in the Fellowship?
   D. Question the applicant on any pertinent information contained in the evaluation letters and forms from pastors and other evaluators.
   E. Is there anything you would like to mention regarding this subject that we have not discussed yet?

IV. Possible Questions Regarding the Ordination Paper
   A. What interested you to choose this subject?
   B. Share with us different kinds of research you utilized in developing your outline- including people who may assisted you in the process.
   C. What will your paper do
      1. for you and your ministry.
      2. for the Fellowship
   D. Calendar the paper-including realistic dates.
   E. Is there anything you would like to mention regarding this subject that we have not yet discussed?

V. Evaluation and Decision

A. Ask the applicant to leave the room and then you throughly discuss the interview with one another.

B. If during your discussions it is obvious that more time is needed for more information or to clarify a point, call the applicant back into the room for furthering the interviewing process.

C. Take a vote on final action to be taken and be sure to fill out the necessary forms regarding your action.

D. Call the applicant back into the room and inform him/her of your decision with as complete information as possible given to the applicant as to why the request was not granted if that was the decision of the team, or why the answer was yes. Explain the Appeal Process to the Candidate if the answer was no.

E. If the decision was favorable, be sure to appoint a CCCC advisor to work with the candidate. BE SURE to go over with the candidate the details of the relationship he/she is to have with his/her advisor (see Guidelines for Ordination Candidates and their Advisors).

GUIDELINES FOR ORDINATION CANDIDATES AND THEIR CCCC ADVISORS

Advisor to Ordination Candidate

1. Candidate receives approval of outline and topic for ordination paper from the CCCC interview team.
2. The CCCC interview team appoints a CCCC advisor to work with the candidate.
3. The advisor will continue to work with the candidate on the paper outline if further refinement is needed.
4. The candidate will send the advisor the first draft of the paper with all bibliography and footnotes.
5. The advisor will read and critque the first draft, making any comments and suggestions necessary and return the paper to the candidate.
6. The candidate will rewrite the paper as necessary, being guided by the advisor's comments.
7. The process will continue until the advisor and candidate are satisfied with the final product of the ordination paper. The paper will then be submitted to the Chair of the CCCC, with the original and three copies.

NOTE I: Each step in the process should have a time limit mutually agreed upon by the advisor and the candidate.

NOTE II: The advisor should pay attention to a concern for good grammar, as well as offering suggestions for areas of theological and biblical concern which may be addressed in the paper.

Procedure for Extension of Ordination Candidacy

1. The Candidate will consult advisor (by letter or telephone).
2. The Candidate will request from the Chair of the CCCC an Extension Form.
3. The Candidate will complete the form requesting extension of ordination candidacy and return the form to the advisor.
4. Advisor will consider application and confer with the Chair of the CCCC.
5. Extension form is due to the Chair of the CCCC no later than FEBRUARY 1 of the year in which the paper is due.
6. Request is either accepted or rejected.
7. If rejected then an appeal is possible to the full CCCC.
8. The decision of the full CCCC is final.

NOTE III: If no extension or paper is received by February 1, the person must then apply for relicensure.

Guidelines for CCCC Advisors to the Ordination Candidate

It is becoming evident that the role of a CCCC advisor to an ordination candidate requires more than simply aiding the candidate in the writing of his/her ordination paper. Advisors are the only existing link between the full CCCC and the candidate during his/her time of candidacy.

Therefore, it is the recommendation of the Sudcommittee on Standards that all advisors be instructed that it is their obligation on a monthly basis to be in communication with their appointed candidate(s). If any time during the candidate's period of candidacy problems in their paper or ministerial functioning arise it will be the duty of the advisor to immediately contact the chair of the CCCC to inform him/her of the situation.

The candidate must submit the final paper/project to the Chair of the CCCC no later than February 1, of the year of their final interview(original and three copies). The advisor must submit a final report (original and three copies) regarding the candidacy period of the candidate at the same time. This report is to be sent to the Chair of the CCCC. In turn the Chair will distribute copies to the members of the candidate's final interview team.

UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

Application for Initial Licensure as Clergy

For CCCC Use						
1	2	3	4	5	Rec'd.	Licensed
6	Diploma	Transcripts		Exam Fees		

I hereby apply for licensure as a Clergyperson in the Universal Fellowship of Metropolitan Community Churches and submit the following in support of this application:

First Name	Middle Name	Last Name
Current Address (Street, City, State, Province, Zip)		Phone ( )
Place of Birth (City, State, Province, Country)		Date of Birth
Current Church Address		Social Security Number

EDUCATION (Official transcripts must be submitted with the application for all post high school work, along with a notarized copy of diplomas).

	NAME/LOCATION	FROM	TO	DEGREE DIPLOMA	UNITS EARNED
High School					
Night School					
Correspondence School					
Bible School or Seminary					
College or University					
Post-Graduate School					
Other					

UFMCC HISTORY

MEMBERSHIP IN UFMCC AND REQUESTS FOR APPROVAL OF EXPERIENTIAL CREDITS

Complete the following, beginning with current affiliation

Dates From/To		Congregation	Pastor	Position/ Area of Service	Experiential Credits Requested
				TOTAL UNITS REQUESTED	

** Have you previously applied for licensure within UFMCC? _____

If yes, when _____

** How long have you been attending churches within UFMCC? _____

PROFICIENCY EXAMINATIONS

Complete the following regarding Proficiency Examinations

Exam Section	Date Passed	Score	District
Bible			
Church History			
Practice			
Polity			

EMPLOYMENT HISTORY FOR LAST FIVE YEARS

(Begin with current/latest employer)

Employer's Name and Address	Job Title	From	To	Salary	Reason for Leaving

CHURCH AFFILIATION PRIOR TO UFMCC

(Begin with most recent, list a maximum of four)

Denomination	Local Congregation	From	To	Position/Area of Service

LANGUAGES

Language(s) you speak:
Language(s) you write/read:

INTENT AND COMMITMENT

Applicants are expected to appreciate the diversity of theological views within mainstream Christianity. Evaluators shall consider the applicant's spiritual awareness and personal faith in Jesus, the Christ; involvement in local UFMCC ministry; maturity; reliability in service; consistency in purpose; training and experience and loyalty to the UFMCC, among other things.

Please answer the following questions

1. Do you believe your commitment to include full-time ministry? _____yes _____no
   If no, please explain.

2. Are you in agreement with the Statement of Faith as stated in the UFMCC By-Laws? _____yes _____no

3. The UFMCC is an inclusive church with adherents from many different Christian denominations. Are you willing to accept the legitimacy of doctrinal points of view that differ from your own, provided that these points of view are not in conflict with the UFMCC Statement of Faith? _____yes _____no
   If no, please explain.

4. Are you willing to abide by the By-Laws and Directives of the General Conference of the UFMCC?
   _____yes _____no

5. Are you willing to move to other geographical locations, in order to serve the ministry of UFMCC?
   If no, please explain. _____yes _____no

6. What are your plans for continuing education?

7. What are your views of a "tent-maker" ministry? Include remarks on its place in UFMCC and your possible involvement with it.

8. What are your immediate hopes and plans for your ministry in the coming year if you are licensed as a clergy-person of UFMCC?

9. Are you presently a tither? _____yes _____no

10. Will you teach tithing as part of stewardship in your church? _____yes _____no
    If no, please explain.

EVALUATION FORM EV-1

The applicant is responsible for supplying EV-1 forms to all evaluators defined on that form and is responsible for making sure that the evaluation forms are returned to the Chair of the Credentials Committee by the deadline for applications. Failure to have all the necessary EV-1 forms in will cause the application to be incomplete and the applicant will not be interviewed with the DRC until the following year. The EV-1 forms are to be submitted completed and in triplicate.

FORMS 1-6

The application will not be considered complete unless all appropriate forms are completed and returned to the Chair of the Credentials Committee by the deadline.

APPLICATION FEE

The application will not be considered complete unless the application fees are in before the deadline. The application fee is $25.00.

	If the answer to any of the following questions is YES, please provide details on a separate attached sheet.
ATTACH PHOTOGRAPH **NO LARGER THAN 3" X 4"** (Head and Shoulders) **MUST BE TAKEN WITHIN** **ONE YEAR OF APPLICATION** **ENTER DATE TAKEN AND SIGNATURE IN INK ON FRONT OF PHOTOGRAPH**	yes no ___ ___ 1. Have you ever been refused a professional license? ___ ___ 2. Have you ever been charged with or convicted of a felony or misdemeanor other than minor traffic violations? ___ ___ 3. Have you now or ever had problems with the use of alcohol, stimulants or habit-forming drugs? ___ ___ 4. Do you have or have you ever had any serious physical or mental illnesses?

I _____, depose and say that I am the person described and identified; that the answers to the accompanying questions and statements made in this application are true and correct; and that I am the lawful holder of the degrees listed.

I hereby authorize all institutions, or organizations, my references and personal associates to release to this licensing Committee any information, files or records requested by the Committee in connection with the processing of this application.

I have carefully read the questions in the accompanying application and have answered them completely, without reservation of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information with this application, I hereby agree that such shall constitute cause for denial, suspension, or revocation of my license.

_____ _____

Signature of Applicant Date

FORM 1

CERTIFICATE OF STUDENT CLERGY

Full Name of Applicant	
Address of Applicant	
Dates of Student Clergy Term	
From	To
I certify that the above-named person was/is a Student Clergy person during the dates listed. I further certify that they have successfully completed the responsibilities of being a Student Clergy person during their term.	**Signature of Pastor** Name of Congregation **Signature of Clerk of Board of Directors** Address of Congregation Date of Certification

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 2

RECOMMENDATION OF LOCAL CHURCH BODY

Name of Applicant	
Address of Applicant	
Name of Congregation/Address	
Dates of Membership From To	Type of Membership (active/inactive/position/s)
I certify that the person named above was a member of this congregation during the time noted.	**Signature of Clerk of Board of Directors** Of a full Board of _____, _____ voted to recommend, _____ voted not to recommend. Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 3

RECOMMENDATION OF CURRENT PASTOR

Name of Applicant	
Address of Applicant	
Name of Pastor signing Recommendation	
Name of Congregation where Pastoring	Was Pastor of Applicant during From To
I certify that I have known and pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.	I, ____ recommend the applicant ____ do not recommend the applicant
	Signature of Pastor
	Address of Pastor
	Phone number of Pastor
	Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 4

RECOMMENDATION OF FORMER PASTOR

Name of Applicant	
Address of Applicant	
Name of Pastor signing Recommendation	
Name of Congregation when Pastoring applicant	Was Pastor of Applicant during From To
I certify that I have known and Pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.	I, ____ recommend the applicant ____ do not recommend the applicant
	Signature of Pastor
	Address of Pastor
	Phone number of Pastor
	Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 5

RECOMMENDATION OF CURRENT DISTRICT COORDINATOR

Name of Applicant	
Address of Applicant	
Name of Person signing Recommendation	
Name of District	Coordinator of Applicant during From To
I certify that I have known and am the District Coordinator of applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.	I, ____ recommend the applicant ____ do not recommend the applicant
	Signature of District Coordinator
	Address of District Coordinator
	Phone number of District Coordinator
	Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 6

CERTIFICATION - PERSONS APPLYING BY TRANSFER OF CREDENTIALS

Name of Applicant		
Address of Applicant		
Birthdate/Place	Denomination	Dates of Service From To
Date of licensure	Date of Ordination	Date of resignation of Credentials
I hereby certify that the above information is true according to information in our records.		**Signature of Denominational Officer**
		Title Date
(SEAL)		Address

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

STUDENT CLERGY EVALUATION FORM

Submitted as part of the application for initial licensing as UFMCC clergy for:

_____, dated _____, evaluated by:
(applicant's name)

__ Self

__ Pastor

__ Board of Directors

__ Former Pastor (if Pastor has changed in last three months)

__ Other, please specify _____

The above-named person feels called by God to serve within the UFMCC as a professional minister of the Word and Sacraments. This person has served in the capacity of student clergy to test her/his call and to develop needed skills. The UFMCC Bylaws explain the responsibilities of clergy in this way:

> "In accordance with their call, clergy shall administer the Rites and Sacraments of this Fellowship and be teachers and preachers of the faith to the end that the world may believe and the Church might be renewed, equipped, and strengthened in its ministry."

As you consider recommending this person for credentialling as clergy within the UFMCC, please evaluate her/him using the questions below. Base your evaluation on your own observations and knowledge, rating the applicant in the following areas on a scale of 1 to 5 (1 being the highest score, and 5 being the lowest). If you feel you cannot honestly rate this person in a given area, there is the option of checking "don't know". Feel free to write in any comments and observations. Thank you for your cooperation.

(1) How well does this person meet the responsibilities of a clergyperson (and potential pastor) in:

(a) Preaching/public speaking?

highest 1 ( ) 2 ( ) 3 ( ) 4 ( ) lowest 5 ( ) don't know ( )
Comments:

(b) Celebrating Holy Communion?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(c) Other worship leadership?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(d) Teaching?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(e) Sensitivity to people?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(f) Counseling/listening?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(g) Administrative/leadership/organizational skills?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(h) Ability to work in the community-at-large?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(i) Ecumenical perspective: openness to different backgrounds and perspectives?

1 ( ) 2 ( ) 3 ( ) 4 ( ) 5 ( ) don't know ( )
Comments:

(2) What reflections do you have about this person's spirituality, relationship with God, commitment, etc.?

(3) In your opinion, is this person ready to pastor a MCC congregation?

(4) What do you see as specific areas of needed growth for this person?

(5) Any additional comments?

PLEASE SEND THIS FORM TO THE CHAIR OF THE CCCC IN TRIPLICATE.

UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

Application For Relicensure

For CCCC Use						
1	2	3	4	5	Rec'd.	Relicensed
CEU	Transcripts				Fee	

I hereby apply for relicensure as a Clergyperson in the Universal Fellowship of Metropolitan Community Churches and submit the following in support of this application:

First Name	Middle Name	Last Name
Current Address (Street, City, State, Province, Country)		Phone ( )
Current Church Address		Church Phone

EDUCATION

Continuing Education Since Last Licensure/Renewal Period

(Official transcripts must be submitted with the application for all post high school work, along with a notarized copy of diplomas)

	NAME/LOCATION	FROM	TO	DEGREE DIPLOMA	UNITS EARNED
Night School					
Correspondence School					
Bible School or Seminary					
College or University					
Post-Graduate School					
Other					

CONTINUING UFMCC HISTORY

Complete the following, beginning with current affiliation. Include affiliations since last licensure/application.

Dates					
From	To	Congregation	Pastor	Position/Area of Service	District Coordinator

Date of Initial License: _____

SECULAR EMPLOYMENT HISTORY SINCE LAST LICENSURE APPLICATION

Begin With Current Employer

Employer's Name and Address	Job Title	From	To	Reason for Leaving

INTENT AND COMMITMENT

Applicants are expected to appreciate the diversity of theological views within mainstream Christianity. Evaluations shall consider the applicant's spiritual awareness and personal faith in Jesus, the Christ; involvement in local UFMCC ministry; maturity; reliability in service; consistency in purpose; training and experience and loyalty to the UFMCC, among other things.

Please Answer The Following Questions

1. Do you believe your commitment to include full-time ministry? ____ Yes ____ No
   If no, please explain.

2. Are you in agreement with the Statement of Faith as stated in the UFMCC By-Laws? ____ Yes ____ No

3. The UFMCC is an inclusive church with adherents from many different Christian denominations. Are you willing to accept the legitimacy of doctrinal points of view that differ from your own, provided that these points of view are not in conflict with the UFMCC Statement of Faith?
   If no, please explain. ____ Yes ____ No

4. Are you willing to abide by the By-Laws and Directives of the General Conference of the UFMCC?
   ____ Yes ____ No

5. Are you willing to move to other geographical locations in order to serve the ministry of UFMCC?
   If no, please explain. ____ Yes ____ No

6. What are your plans for continuing education?

7. What are your views of a "tent-maker" ministry? Include remarks on its place in UFMCC and your possible involvement with it.

8. What are your immediate hopes and plans for your ministry in the coming year if you are licensed as a clergy-person of UFMCC?

9. Are you presently a tither? ____ Yes ____ No

10. Will you teach tithing as part of stewardship in your church? ____ Yes ____ No
    If no, please explain.

EVALUATION FORM EV-1

The applicant is responsible for supplying EV-1 forms to all evaluators defined on that form and is responsible for making sure that the evaluation forms are returned to the Chair of the Credentials Committee by the deadline for applications. Failure to have all the necessary EV-1 forms in will cause the application to be incomplete and the applicant will not be interviewed with the DRC. The EV-1 forms are to be submitted completed and in triplicate.

FORMS 1-6

The application will not be considered complete unless all appropriate forms are completed and returned to the Chair of the Credentials Committee by the deadline.

APPLICATION FEE

The application will not be considered complete unless the application fees are in before the deadline. The application fee is $15.00.

	If the answer to any of the following questions is YES, please provide details on a separate attached sheet.
ATTACH PHOTOGRAPH **NO LARGER THAN 3" X 4"** (Head and Shoulders) **MUST BE TAKEN WITHIN** **ONE YEAR OF APPLICATION** **ENTER DATE TAKEN AND SIGNATURE IN INK ON FRONT ON PHOTOGRAPH**	yes no ____ ____ 1. Have you ever been refused a professional license? ____ ____ 2. Have you ever been charged with or convicted of a felony or misdemeanor other than minor traffic violations? ____ ____ 3. Have you now or ever had problems with the use of alcohol, stimulants or habit-forming drugs? ____ ____ 4. Do you have or have you ever had any serious physical or mental illnesses?

I _____, depose and say that I am the person described and identified; that the answers to the accompanying questions and statements made in this application are true and correct; and that I am the lawful holder of the degrees listed.

I hereby authorize all institutions, or organizations, my references, personal associates to release to this licensing Committee any information, files or records requested by the Committee in connection with the processing of this application.

I have carefully read the questions in the accompanying application and have answered them completely, without reservation of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information with this application, I hereby agree that such shall constitute cause for denial, suspension, or revocation of my license.

Signature of Applicant _____ Date _____

FORM 1

RECOMMENDATION OF LOCAL CHURCH BODY

Name of Applicant

Address of Applicant

Name of Congregation/Address

Dates of Membership
From To

Type of Membership (active/inactive/position/s)

I certify that the person named above was a member of this congregation during the time noted.

Signature of Clerk of Board of Directors

Of a full Board of _____,
_____voted to recommend, _____voted not to recommend

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 2

RECOMMENDATION OF FORMER CHURCH BODY

Name of Applicant

Address of Apolicant

Name of Congregation/Address

Dates of Membership
From: To

Type of Membership (active/inactive/position/s)

I certify that the person named above was a member of this congregation during the time noted.

Signature of Clerk of Board of Directors

Of a full Board of _____,
_____voted to recommend, _____voted not to recommend

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 3

RECOMMENDATION OF CURRENT PASTOR

Name of Applicant

Address of Applicant

Name of Pastor signing Recommendation

Name of Congregation where Pastoring

Was Pastor of Applicant during
From To

I certify that I have known and Pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.

I, _____recommend the applicant
_____do not recommend the applicant

Signature of Pastor

Address of Pastor

Phone number of Pastor

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 4

RECOMMENDATION OF FORMER PASTOR

Name of Applicant

Address of Applicant

Name of Pastor signing Recommendation

Name of Congregation when Pastoring applicant

Was Pastor of Applicant during
From To

I certify that I have known and Pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.

I, _____recommend the applicant
_____do not recommend the applicant

Signature of Pastor

Address of Pastor

Phone number of Pastor

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 5

RECOMMENDATION OF CURRENT DISTRICT COORDINATOR

Name of Applicant	
Address of Applicant	
Name of Person signing Recommendation	Coordinator of Applicant during From To
Name of District	
I certify that I have known and am the Coordinator of applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.	I ____ recommend the applicant ____ do not recommend applicant
	Signature of District Coordinator
RETURN FORM TO: CCCC Chair 1015 E. Jefferson Boise, ID 83712	Address of District Coordinator
	Phone number of District Coordinator
	Date of Recommendation

FORM 6

RECOMMENDATION OF FORMER DISTRICT COORDINATOR

Name of Applicant	
Address of Applicant	
Name of Person signing Recommendation	Coordinator of Applicant during From To
Name of District	
I certify that I have known and was the District Coordinator of applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.	I ____ recommend the applicant ____ do not recommend applicant
	Signature of District Coordinator
RETURN FORM TO: CCCC Chair 1015 E. Jefferson Boise, ID 83712	Address of District Coordinator
	Phone number of District Coordinator
	Date of Recommendation

UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

PROFESSIONAL MINISTRY EVALUATION FORM

Applicant's Name: _____ Date: _____

I. Evaluator's relationship to Applicant (check one)
(Evaluations are required from each appropriate source listed.)

(Applicants may apply for license as a minister even if they do not receive affirmative recommendations from the evaluators

____ Self
____ Board of Directors (where applicant is member)
____ Board of Directors (where applicant serves, if different)
____ Pastor
____ Former Pastor (if Pastor has changed in last three months)
____ Other
____ District Coordinator (if for re-license)
____ Reference from former Denomination (if transferring)

II. Rate the applicant from 1 to 5 for each category below, (1 is the highest or best rating and 5 is the lowest or worst rating) by placing an X in the appropriate column. If you feel there is insufficient information, or if a category does not apply to the applicant being rated, place an X under UE (unable to evaluate). On an attached piece of paper, feel free to make a comment on any rating.

A. Personal Awareness

	1	2	3	4	5	UE
Dependability						
Creativity						
Adaptability						
Resourcefulness						
* Ability to say "no"						
Feeling of acceptance:						
1. by congregation						
2. by community						
Capacity to deal with:						
* 1. anger						
* 2. authority						
* 3. ambiguity, ability to live with						
4. new ideas						
5. conflicts						
* 6. alternate lifestyles						
7. differing points of view						
Self Control						
* 1. chemical dependency						
2. confidentiality						
3. time management						
4. financial management						
* 5. positive health habits						
6. emotional stability						

Self	1	2	3	4	5	UE
1. reliance						
2. acceptance						
3. initiative						
4. criticism						

B. Ministry

Worship	1	2	3	4	5	UE
1. preparation						
2. delivery						
* 3. flexibility						
4. preaching						
5. communion						
a. serving						
b. consecration						
Serving						
1. attitude						
2. followthrough						
3. ability to relate to others						
4. concern for others						
5. ability to communicate						
Particular responsibilities:						
1. _____						
2. _____						

* Clarification of Terminology:

Ability to say "no" - confident and forceful enough to give a negative response when doing so is indicated and best

Anger - comfortable in expressing one's own anger or handling anger expressed by others

Clarification of Terminology (Continued):

Ambiguity - being effective in situations or settings that are unclear or in a state of change

Authority - able to recognize, accept, and gracefully exercise one's own authority and respond in the same manner to the authority of others

Alternative lifestyles - acceptance of and ability to relate to other people who demonstrate a different manner of living

Chemical dependency - need for and involvement with chemical substances such as drugs and alcohol (1 - no need or involvement, 5 - very great need or involvement)

Positive health habits - adequately takes care of physical health and well-being

Flexibility - open to and deals well with new ideas, new concepts, change, and experimentation

III. Personal Written Evaluations (to be attached to this form); Please include, but do not necessarily be limited to, the following areas: future promise, major areas of strength, areas where growth is needed, effect of spouse/lover relationship(s) in the life of the congregation, seriousness of purpose, and any other special concerns regarding the applicant.

UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

Application for Ordination

For Use of CCCC						
1	2	3	4	Eval	Rec'd	OC Interview
Outline		Diploma		Transcripts	Fee	Final Interview
Topic		Advisor		Term of Candidacy		Paper Received

I hereby apply for ordination candidacy in the Universal Fellowship of Metropolitan Community Churches and submit the following in support of this application:

First Name	Middle Name	Last Name
Current Address (Street, City, State, Province, zip)		Phone ( )
Current Church Address		Church Number

Have you previously applied for ordination in UFMCC Yes_____ No_____

If yes, when

Date of initial license in UFMCC _____

Record of UFMCC Ministry Since Initial Licensure

Complete the Following, Beginning With Current Status

District Coordinator	Dates From/To	Congregation	Pastor	Position/Area Of Service	Experiential Credits Req.

TOTAL UNITS REQUESTED

INTENT AND COMMITMENT

Applicants are expected to appreciate the diversity of theological views within mainstream Christianity. Evaluators shall consider the applicant's spiritual awareness and personal faith in Jesus, the Christ; involvement in local UFMCC ministry; maturity; reliability in service; consistency in purpose; training and experience and loyalty to the UFMCC, among other things.

Please Answer the Following Questions

1. Do you believe your commitment to service as a clergyperson within UFMCC to be a lifetime one?

   If no, please explain. Yes____ No____

2. Do you believe your commitment to include full-time ministry? Yes____ No____
   If no, please explain.

3. Are you in agreement with the Statement of Faith as stated in the UFMCC By-Laws? Yes____ No____

4. The UFMCC is an inclusive church with adherents from many different Christian deonominations. Are you willing to accept the legitimacy of doctrinal points of view that differ from your own, provided that these points of view are not in conflict with the UFMCC Statement of Faith?
   If no, please explain. Yes____ No____

5. Are you willing to abide by the By-Laws and Directives of the General Conference of the UFMCC?

   Yes____ No____

6. Are you willing to move to other geographical locations in order to serve the ministry of UFMCC?

   If no, please explain. Yes____ No____

7. What are your plans for continuing education?

8. What are your immediate hopes and plans for your ministry in the coming year?

9. Are you presently a tither? Yes____ No____

10. Will you teach tithing as part of stewardship in your church? Yes____ No____
    If no, please explain.

FORM 1

RECOMMENDATION OF CURRENT PASTOR

Name of Applicant	
Address of Applicant	
Name of Pastor signing Recommendation	
Name of Congregation where Pastoring	Was Pastor of Applicant during From To

I certify that I have known and Pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.

I ____ recommend the applicant

____ do not recommend the applicant

Signature of Pastor

Address of Pastor

Phone number of Pastor

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 2

RECOMMENDATION OF FORMER PASTOR

Name of Applicant	
Address of Applicant	
Name of Pastor signing Recommendation	
Name of Congregation when Pastoring Applicant	Was Pastor of Applicant during From To

I certify that I have known and Pastored the above named applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.

I ____ recommend the applicant

____ do not recommend the applicant

Signature of Pastor

Address of Pastor

Phone number of Pastor

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 3

RECOMMENDATION OF LOCAL CHURCH BODY

Name of Applicant	
Address of Applicant	
Name of Congregation/Address	
Dates of Membership From To	Type of Membership (active/inactive/position/s)

I certify that the person named above was a member of this congregation during the time noted.

Signature of Clerk of Board of Directors

Of a full Board of ____,
____ voted to recommend, ____ voted not to recommend

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

FORM 4

RECOMMENDATION OF CURRENT DISTRICT COORDINATOR

Name of Applicant	
Address of Applicant	
Name of Person Signing Recommendation	
Name of District	Coordinator of Applicant during From To

I certify that I have known and am the District Coordinator of applicant. I feel that the applicant is of good moral character, meets the requirements, and is qualified to be recognized as a clergy person.

I ____ recommend the applicant

____ do not recommend the applicant

Signature of District Coordinator

Address of District Coordinator

Phone number of District Coordinator

Date of Recommendation

RETURN FORM TO:

CCCC Chair
1015 E. Jefferson
Boise, ID 83712

8/83

THE UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

APPLICATION FOR EXTENSION OF ORDINATION CANDIDACY

Name _____

Address _____

_____ Phone (____) _____

Present MCC membership held at _____

Pastor where membership is held _____

Date of approval of Candidacy _____

Date of expiration of Candidacy _____

Name of Advisor _____

REASON TO REQUEST FOR EXTENSION OF CANDIDACY
(use additional sheet if needed)

Signature _____ Date _____

Advisor's Signature _____ Approved _____ Disapproved _____

Other Advisor Comments:

****

Forward to CCCC Chairperson: 1015 E. Jefferson, Boise, ID 83712

****

Action of CCCC Chairperson on request: Approved _____ Disapproved _____

Comments:

Signature of Chair: _____ Date _____

New Expiration Date: _____

If not approved and applicant appeals to the full CCCC:

Final CCCC decision: Approved _____ Disapproved _____

**If Candidate is not approved, the reasons must be given to them in writing.

Signature of Chair CCCC for appeal: _____

Date of appeal: _____ Result of appeal: _____

8/83

THE UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

REQUEST FOR LEAVE OF ABSENCE FROM THE CLERGY FOR LICENSED CLERGY

Name _____

Address _____

_____ Phone (____) _____

Current MCC Membership held at _____

Pastor where Membership is held _____

Your current Clergy position _____

Date of your Initial Licensure _____

****

REASON FOR REQUEST FOR LEAVE OF ABSENCE
(On an attached sheet please explain your reasons for a Leave of Absence)

Duration of requested Leave: From _____ To _____

Signature: _____

Date: _____

****

DRC ACTION: With a full committee of ____ present, a total of ____ have voted to grant Leave of Absence.

(If action is not to grant Leave of Absence, the reasons must be put in writing, with a copy given to Clergy person.)

Additional Comments:

Signature, DRC Chair _____ Date _____

District _____

****

CCCC ACTION: Appeal by the applicant

With a full committee of ____ present, a total of ____ have voted to grant this Leave of Absence.

(If action is no the reasons must be put in writing with a copy given to the applicant.)

Signature Chairperson CCCC _____ Date _____

****Return to Chair CCCC, 1015 E. Jefferson, Boise, ID 83712**

8/83

THE UNIVERSAL FELLOWSHIP OF METROPOLITAN COMMUNITY CHURCHES

REQUEST FOR LEAVE OF ABSENCE FROM THE CLERGY FOR ORDAINED CLERGY

Name _____

Address _____

_____ Phone (____) _____

Current MCC Membership held at _____

Pastor where Membership is held _____

Your current Clergy position _____

Date of Initial Licensure _____

Date of Ordination _____

****

REASON FOR REQUEST FOR LEAVE OF ABSENCE

(On an attached sheet please explain your reasons for a Leave of Absence)

Duration of requested Leave: From _____ To _____

Date _____ Signature _____

****

CCCC ACTION: Date _____

Interview Team Assigned: 1) _____ 2) _____

3) _____

Action:

Date _____ Signature, CCCC Chair _____

**Return to: CCCC Chair, 1015 E. Jefferson, Boise, ID 83712